



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O. Box 4789 (1900 Williams Street)
Fort Harrison, Montana 59636-4789

HRO

DATE: 20 Nov 2006

HUMAN RESOURCE OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-007
CLOSING DATE: 5 December 2006

NON-BARGAINING UNIT POSITION: **Materials Handler Supervisor, WS-6907-06**

SALARY RANGE: \$23.25 - \$27.11 PH (per hour)

LOCATION: 120th FW, Great Falls, Montana SELECTING OFFICIAL: SMSGT SUTPHIN

APPOINTMENT FACTORS

MINIMUM MILITARY GRADE: TSgt E-6

EXCEPTED ☒

COMPETITIVE ☐

OFFICER ☐

ENLISTED ☒

COMPATIBILITY: AFCS: 2S0XX

SUPERVISORY ☒

NON-SUPERVISORY ☐

PERMANENT ☒

AREA OF CONSIDERATION

☒ AREA I All permanent excepted technicians in the Montana AIR National Guard.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Air National Guard. **An applicant is not required to possess a Security Clearance or the above AFSC/AOC/BR/CMF/MOS (s) to apply. Selectee must possess or obtain a compatible military position with an above AFSC/AOC/BR/CMF/MOS and a Security Clearance (unless otherwise specified in Encl 1).** Failure to meet these requirements will result in loss of employment. **Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.**

PROMOTION POTENTIAL: NONE.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 40079000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated non-supervisory work. Plans weekly or monthly work schedules and sequence of operations. Assigns tasks to be performed. Recommends and participates in the selection of personnel to fill vacancies. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises.

METHOD FOR EVALUATING AND RANKING CANDIDATES: To receive full credit for your qualifications, provide detailed evidence of experience, training, education, awards, hobbies, self-development achievements, and any other aspects of your background **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Show how and when they were used. Evidence of experience must include clear, concise examples to show level of accomplishment and degree of responsibility. Your application will be the basis for ranking these factors. The State Merit Placement Plan (DMAMT AF Regulation 40-335) applies to Area I applicants. **THIS IS A NON-BARGAINING UNIT POSITION.**

PCS FUNDS NOT AUTHORIZED

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included, the HRO will use this form to establish your basic eligibility. All forms and instructions are available at the HRO in Helena, or Great Falls, MT. Verbal applications will not be accepted or considered. Applications may be **hand delivered** to the **HRO office in Helena, MT**, no later than the closing date specified on this vacancy announcement. **Mailed applications MUST be postmarked on or before that date. FAXED (406-324-3135) AND EMAILED (hrojya@mtgrea.ang.af.mil) APPLICATIONS WILL BE ACCEPTED and must be received by the closing date.** Applications postmarked or date stamped after the closing date will not be considered. Applications being mailed **must** be sent to: **THE ADJUTANT GENERAL, ATTN: HRO-STAFFING, P. O. Box 4789, FT Harrison, MT 59636-4789.** **USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Please call (406) 324-3122/3133/3138 DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. Applications will be retained by the HRO, Helena, as they are used to support this announcement. For applications and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST,
Lt Col, MTANG
Human Resources Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-007

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each **KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

KSA'S FOR MATERIAL HANDLER SUPERVISOR, WS-6907-06, 40079000

1. Knowledge of supply inspection, receipt, issue, and storage procedures.
2. Skill in providing supervisory/management functions and duties such as merit promotions, career development, employee counseling, position management and performance standards and evaluations.
3. Skill in planning, scheduling and organizing.
4. Skill in maintaining supply records and reports.
5. Skill in compiling, analyzing, and evaluating supply statistical data.
6. Skill interpreting supply and safety regulations and directives.
7. Ability to operate supply remote and on-line systems.

SELECTIVE PLACEMENT FACTORS: Must be able to lift and carry supplies, materiel, and equipment weighing up to 70 pounds; Must be able to pass an operator's test for forklift equipment up to 10,000 pounds.

GENERAL EXPERIENCE: General experience, education, and training which demonstrates the applicant's ability to plan and organize work, provide technical assistance to subordinates, and prepare work records and reports.

SPECIALIZED EXPERIENCE: Must have 36 months of specialized experience in receiving, storing, and assembling for issue or shipment a variety of bin and bulk supplies, materials, and equipment.

//Signed//

GREGORY A. SUTPHIN, SMSGT MTANG
Supervisor Supply Technician